Description:

Recruitment and Testing: To provide agencies with registers to hire quality employees in a timely, accurate, and effective manner. Registers will be developed using valid, efficient, and up-to-date testing methods that will rank candidates based on their potential to perform state jobs.

Classification: Provide a flexible, streamlined classification structure that is reflective of agencies' responsibilities and enhances their ability to achieve their mission.

Compensation: To direct a compensation system that attracts, retains, and recognizes the performance of employees with pay practices that are consistent, yet flexible.

Consultation and Training: To enhance the quality of Idaho State workforce by providing performance consultation and workforce development and training.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Maintain a personnel record keeping system to facilitate routine employee personnel actions, improve speed and quality of applicant certification process, and provide accurate personnel information reports.

A. Job applications received.

Actual Results			
2001	**2002**	**2003**	**2004**
28,439	30,839	54,887	80,023

Projected Results			
2005	**2006**	**2007**	**2008**
80,000	80,000	80,000	80,000

B. Names placed on hiring lists.

Actual Results			
2001	**2002**	**2003**	**2004**
20,725	17,000	25,674	52,305

Projected Results			
2005	**2006**	**2007**	**2008**
50,000	50,000	50,000	50,000

C. Number of hiring list requests.

Actual Results			
2001	**2002**	**2003**	**2004**
3,267	1,147	3,645	3,121

Projected Results			
2005	**2006**	**2007**	**2008**
3,000	3,000	3,000	3,000

D. Number of applicants certified.

Actual Results			
2001	**2002**	**2003**	**2004**
62,492	50,000	45,794	52,305

Projected Results			
2005	**2006**	**2007**	**2008**
50,000	50,000	50,000	50,000

E. EIS (Employees Information System) actions processed.

Actual Results			
2001	**2002**	**2003**	**2004**
26,517	27,249	10,465	16,667

Projected Results			
2005	**2006**	**2007**	**2008**
15,000	15,000	15,000	15,000

F. Current PE (Performance Evaluation) forms added. *Reflects technology improvement allowing agencies to process these changes.

Actual Results			
2001	**2002**	**2003**	**2004**
16,241	17,053	14,655	5,600*

Projected Results			
2005	**2006**	**2007**	**2008**
5,000	5,000	5,000	5,000

2. Conduct job analysis, develop job-related selection services, or review existing tests as required by professional testing standards and EEO requirements for all classifications.

A. Written exams developed or revised.

Actual Results			
2001	**2002**	**2003**	**2004**
14	3	0	11

Projected Results			
2005	**2006**	**2007**	**2008**
5	5	5	5

B. Oral exams prepared.

Actual Results			
2001	**2002**	**2003**	**2004**
12	16	2	11

Projected Results			
2005	**2006**	**2007**	**2008**
3	3	3	3

C. Education and experience ratings developed.

Actual Results			
2001	**2002**	**2003**	**2004**
198	172	62	205

Projected Results			
2005	**2006**	**2007**	**2008**
200	200	200	200

3. Review and revise recruiting material to provide accurate job information and fair assessment. Increase use of web-based application process.

   A. Number of job announcements prepared.

Actual Results			
2001	**2002**	**2003**	**2004**
1,108	622	1,244	1,550

Projected Results			
2005	**2006**	**2007**	**2008**
1,500	1,500	1,500	1,500

   B. Percent of applications received via the DHR website.

Actual Results			
2001	**2002**	**2003**	**2004**
N/A	93%	95%	97%

Projected Results			
2005	**2006**	**2007**	**2008**
95%	95%	95%	95%

4. Maintain and improve the classification and compensation system.

   A. New job classes established.

Actual Results			
2001	**2002**	**2003**	**2004**
40	28	15	16

Projected Results			
2005	**2006**	**2007**	**2008**
25	25	25	25

   B. Job classes revised.

Actual Results			
2001	**2002**	**2003**	**2004**
209	164	92	137

Projected Results			
2005	**2006**	**2007**	**2008**
150	150	150	150

   C. Position audits.

Actual Results			
2001	**2002**	**2003**	**2004**
534	400	12	46

Projected Results			
2005	**2006**	**2007**	**2008**
200	200	200	200

D. Classifications deleted.

Actual Results			
2001	**2002**	**2003**	**2004**
46	47	62	6

Projected Results			
2005	**2006**	**2007**	**2008**
10	10	10	10

5.   Develop Affirmative Action Plans.

A. Affirmative Action Plans

Actual Results			
2001	**2002**	**2003**	**2004**
0	1	1	1

Projected Results			
2005	**2006**	**2007**	**2008**
1	1	1	1

6.   Maintain capability to assist agencies with appeals.

A. Number of appeals filed.

Actual Results			
2001	**2002**	**2003**	**2004**
37	22	24	31

Projected Results			
2005	**2006**	**2007**	**2008**
20	20	20	20

7.   Ensure internal equity of state jobs through Hay Job Evaluation System.

A. Classifications evaluated using job evaluation system.

Actual Results			
2001	**2002**	**2003**	**2004**
68	37	49	46

Projected Results			
2005	**2006**	**2007**	**2008**
50	50	50	50

8.   Determine competitive labor market average rates through salary surveys. Develop salary recommendations for state employees and provide to Governor and Legislature each year.

A. Salary surveys conducted.

Actual Results			
2001	**2002**	**2003**	**2004**
4	5	6	4

Projected Results			
2005	**2006**	**2007**	**2008**
4	4	4	4

9. Professional Development Opportunities: course delivery, course coordination, and management development plan.

   A. Number of courses.

Actual Results			
2001	**2002**	**2003**	**2004**
103	130	165	143

Projected Results			
2005	**2006**	**2007**	**2008**
140	145	145	145

   B. Number of student hours.

Actual Results			
2001	**2002**	**2003**	**2004**
20,140	25,200	29,801	27,431

Projected Results			
2005	**2006**	**2007**	**2008**
26,000	26,000	26,000	26,000

   C. Number of students.

Actual Results			
2001	**2002**	**2003**	**2004**
10	2,805	2,850	2,183

Projected Results			
2005	**2006**	**2007**	**2008**
3,000	3,000	3,000	3,000

   D. Number of coordinated courses

Actual Results			
2001	**2002**	**2003**	**2004**
10	15	17	12

Projected Results			
2005	**2006**	**2007**	**2008**
15	15	15	15

   E. Level of satisfaction.

Actual Results			
2001	**2002**	**2003**	**2004**
90% at 4.8	90% at 4.8	90% at 4.8	90% at 4.5

Projected Results			
2005	**2006**	**2007**	**2008**
90% at 4.8	90% at 4.8	90% at 4.8	90% at 4.5

F. Students in Certified Public Manager Program

Actual Results			
2001	**2002**	**2003**	**2004**
N/A	115	159	174

Projected Results			
2005	**2006**	**2007**	**2008**
175	175	175	175

Program Results and Effect:

A Web-based Applicant Tracking System being developed in partnership with the Department of Labor will reduce turnaround time between receipt of applications and the creation of registers. This automated process will allow DHR staff to focus on developing the most efficient screening process for locating the most competitive candidates for state employment. The faster we respond to applicants, the more likely the candidates will be available.

Succession plans will help agencies reduce the amount of time vacancies may exist and help them plan the domino effect they frequently experience when someone retires from their staff. Technology allows us to improve processes.

Classification meetings allow Human Resources and state agencies to discuss individual agency classification needs and plan together for each years projects. This insures we can meet individual agency organizational needs as well as maintain the currency of general classifications. These meetings are also used as a forum for discussing changes to simplify processes and procedures.

Position audits insure employees are properly classified and paid. In the event of a vacancy, the position is properly classified for recruitment purposes.

Reduction in the number of classifications provides for a more flexible structure for agencies. Agencies have more flexibility to transfer employees, and fewer positions to announce and test for which will expedite the hiring process.

The job evaluation system ensures fairness in the assignment of state jobs to pay grades in the compensation schedule.

Accurate information concerning competitive labor market average rates of pay will help state agencies attract and retain a quality workforce. These employees deliver services to all of the people of the State of Idaho.

Compensation information can help agencies make informed decisions regarding state employee pay, in support of the mission of the agency.

Training and development opportunities provide benefits to all agencies by:
*increased productivity and quality effort from workforce
*increased opportunity for state leadership development
*enhanced supervisory practices

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